

COP Format for Annual Progress Report

A. Grant Number:

B. Amount of Grant:

C. Project Title:

D. Grantee:

E. Award Period: From _____ To _____

F. Period Covered by this Report: From _____ To _____

G. Summary of Progress and Expenditures to Date:

1. Work Accomplishments: (as related to project objectives and schedule for completion)

a. Provide a brief summary of progress, including results obtained to date, and their relationship to the general goals of the grant; and

b. Provide a brief summary of work to be performed during the next year of support, if changed from the original proposal; and indication of any current problems or favorable or unusual developments; and any other significant information pertinent to the type of project support by COP, or as specified by the terms and conditions of the grant.

2. Applications:

- a. Publications, presentations, workshops;
- b. Applications to management or research;
- c. Data and/or information products;
- d. Partnerships established with other federal, state, or local agencies, or other research institutions (other than those already described in the original proposal).

3. Expenditures:

- a. Describe expenditures scheduled for this period..
- b. Describe actual expenditures this period.
- c. Explain special problems, differences between scheduled and actual expenditures, etc.

Prepared By: _____
Signature of Principal Investigator Date

NOTICE

Subsequently, all NOAA COP recipients with approved grants will be asked to file a COP Annual Progress Report in the specified format. The first section of the proposed format is taken from the COP implementation plan and has some advantages in that previously-funded investigators will be familiar with the format. Consistency in reporting requirements for competitive research grant programs is desirable and this is behind COP's efforts in proposing a standardized format. This annual report format will enable COP program staff to monitor each project supported by an award.

Public reporting burden for this collection of information is estimated to average 300 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Ocean Service, CSCOR/COP Office, 1315 East-West Highway, Silver Spring, MD 20910. Grant files are subject to the Freedom of Information Act (FOIA). Confidentiality will not be maintained--the information will be made available to the public. However, unpublished research results shall not be published without prior permission from the recipient.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.